



URAN EDUCATION SOCIETY'S COLLEGE OF MANAGEMENT AND TECHNOLOGY

[Affiliated to Mumbai University]

(Recognised by Maharashtra Government)

Palak Maidan, Bori, Uran, Navi Mumbai - 400702. Tel No. (022)2722 2228/ 2722 4659

Email : uessrcollege@gmail.com / uesschool@yahoo.com



Policy document of Internal Examination and External Examination

Uran Education Society's College of Management and Technology will form an Examination Committee (for Internal & External) at the beginning of every academic year under the Institution Head / Principal.

Objectives:

To carry out tasks linked to internal and external examinations as specified by university notifications and policies.

Responsibility:

The Department of Examination Committee is responsible for fair and timely conduct of the examination.

An Examination Committee is formed in order to conduct a smooth and consistent Semester End and Internal Examination. The Head of Departments along with other faculty members form a part of it. The Committee is formed once the commencement of the academic year begins. Examination committee also includes an Examination Grievance committee under it which works to address the problems faced by the students during or after the examination and results.

The Examination committee includes the following members –

- Controller of Examination
- Chairperson
- HODs of all departments
- Added members from the faculty
- Examination Grievance committee

For Semester End and Internal Examination, Notices are published by the Examination committee in accordance with COE. Process followed for conduction of Semester End Examination includes-

- Form fill-up
- Approval of Attendance
- Application form print out
- Payment of Examination fees
- Declaration of Exam dates
- Issue of Admit cards
- Conduction of Examination



- Attendance Sheets and Supervisor reports filled as per exam schedule
- Evaluation
- Re-evaluation
- Declaration of results

Department of Examination Committee carries out the following activities-

- Examination slots
- Requisition for stationery
- Budget Approval
- Notification to fill application forms

Besides, **all examination committee members** are responsible for implementing and ensuring that this procedure is followed.

Overview:

The examinations are conducted for **B.Com.** and **B.Sc. (IT)** in two sessions during the academic year – **SH (Winter Session)** and **FH (Summer Session)**.

The examinations are conducted by combination of following modes of assessment:

1. Internal Test
2. Project Work
3. Practical Examinations
4. Semester-End Examinations

The structure of examinations conducted during an academic year is described in the table below:

Session	Type	Semester	Pattern/ Students
Second Half (Winter Session) (October to December)	College Examinations	Sem I	Regular and ATKT
		Sem II	ATKT
		Sem III	Regular and ATKT
		Sem IV	ATKT
	University Examinations	Sem V	Regular and ATKT
		Sem VI	ATKT
First Half (Summer Session) (March to May)	College Examinations	Sem I	ATKT
		Sem II	Regular and ATKT
		Sem III	ATKT
		Sem IV	Regular and ATKT
	University Examinations	Sem V	ATKT
		Sem VI	Regular and ATKT

Starting from the academic year 2018-19, Choice Based Credit System (CBCS) is applicable for all the semesters of B.Com. and B. Sc. (IT).

During Examination Room allocation, Seating plan and rules of the Examination are displayed on the notice board of the premises and also posted on the doors of exam rooms. COE informs and instructs the members to coordinate all the activities for the particular academic session.

All papers of the Semester End examination are set in 2 sets for each subject. All sets are prepared by the concerned faculty. Final year Semester End examinations are conducted by the University of Mumbai. Answer scripts are also prepared along with question sets. Internal Examination of all three years are conducted by the institute itself and are assessed by the Internal faculty only.



Result Declaration:

The results are processed with software supported by the External Agency. After result processing these sheets are scrutinized by the COE. A detailed summarization and verification of the results is done by the department of COE. Before publication of the result of each Semester, a meeting with the Examination committee is conducted and the summary of the results are discussed. After verification these results are published. This is followed by Distribution of Grade Cards of all the students printed at the COE and distributed.

Place: Uran

Date of Policy developed: 22nd August, 2018


Hon Gen Secretary
URAN EDUCATION SOCIETY


PRESIDENT
Uran Education Society